

Brookline Housing Authority

ESOL Teacher Job Description (p/t)

Post Date: 8/8/16

As part of a network of social services, the Brookline Housing Authority's ESOL program serves as the primary provider of English language instruction for low-income adults in Brookline. We offer free-to-low-cost, high-quality, comprehensive English classes to diverse community members resulting in improved prospects for achieving greater economic self-sufficiency, becoming more involved in their children's education and accessing the resources that the Town has to offer. We currently serve a broad cross-section of families ranging in age from 26-89 and representing more than a dozen nationalities. Our course offerings include day and evening English classes as well as specialized instruction and tutoring at a variety of community sites.

Lead Teacher Position Description

- Prepare and deliver engaging, learner-centered ESOL lessons that incorporate a variety of multi-level methods and materials (e.g., authentic materials, learner-generated materials, pair/small group work, and field trips/community outings/guest speakers relevant to adult learners in Brookline)
- Ensure students' progress in mastery of English through offering a comprehensive, student-centered approach covering conversation, pronunciation, reading and listening comprehension, idioms and writing skills per program curriculum guidelines
- Work with students to practice and report regularly on daily living skills they are now able to practice and perform in English
- Regularly report on attendance, lesson plans, time-sheets, progress reports, student concerns, and other pertinent correspondence according to program requirements
- Participate in regular ESOL staff meetings
- Work with/support volunteers as assigned to class
- Assist with intake evaluations, assessments, and other supporting duties as agreed upon with Program Director

Qualifications:

- A minimum of 2 years' experience teaching ESOL to adults in a community-based setting strongly preferred
- Valid work authorization required
- Ability to commit to a complete academic year (late September – early June)
- BA, Master's degree, or certificate in TESOL/TEFL, Education, or related field preferred
- Familiarity with learner-centered, participatory ESOL, particularly in a multilevel context
- Sensitive to learners of diverse cultural and socio-economic backgrounds
- Experience or interest in working with and integrating volunteers in classroom instruction
- Bilingual a plus (Mandarin, Russian, or Spanish preferred but not required)

Compensation & benefits:

- Up to \$25/hour, commensurate with experience
- Average 6-8 hours/week (4 hours teaching per class; 2 hours prep time; plus additional hours for planning/reporting/meetings/other related activities)
- T-accessible (C&D Green Lines, 66 bus) and parking is available

Fall 2016 ESOL Class Schedule:

High Beginning/Low Intermediate: Monday & Wednesday 6-8pm

Low Beginning – Monday & Wednesday 12pm-2pm

High Beginning – Monday & Wednesday 9:30am-11:30am or 12-2pm (based on teacher availability)

To apply, please send a resume and cover letter to Danielle Mendola, Program Director at dmendola@brooklinehousing.org. No phone calls, please. Open positions are expected to be filled in August with a September start date.

The BHA is an Affirmative Action, Equal Employment Opportunity, Section 3 employer.